

Dear Parent(s)/Guardian(s),

It's that time of year to review your annual membership to the Youth Center. The Youth Center offers many fine programs, activities, and experiences for youth ages 8 - 18. Our hours of operation are Monday –Thursday, 3:00-7:00pm and 8:00pm on Fridays. I would like to take this time to remind you of some of the Center's Highlights:

- ☺ Fully staffed Youth Center
- ☺ Field trips which can be earned by positive Youth Center behavior
- ☺ Homework assistance during the school year
- ☺ Daily Gym time: ages 12 – 18, 3:00-5:00pm and ages 8-11, 5:00-6:30pm
- ☺ Special Interest Clubs
- ☺ Daily snacks
- ☺ X-BOX 360, Wii and 5 computers
- ☺ Connection to the internet with parent/guardian's permission
- ☺ Ping pong and pool tables
- ☺ Picture ID cards
- ☺ Email alerts of closings, upcoming events and field trips
- ☺ And much, much more!!

Enclosed is the member enrollment form and agreement to follow center rules and computer policy. Please discuss the center rules with your youth and sign together. It is important to sign and check permissions on the member enrollment form and return with the yearly non-refundable fee of \$20. If you have any questions about the registration form/ permissions or payment please contact staff. Separate permission and sign-ups are required for field trips. A \$1 fee will be charged per youth per field trip. Only Enfield residents will be allowed membership to the Center.

IMPORTANT: All signatures, permissions, and fees must be returned after 3 visits. After three visits if we have not received the enrollment form, signed rules, and payment or payment arrangements your child WILL NOT be able to attend the Center.

Please note that the Youth Center is a drop in facility. Youth members are allowed to exit and enter the building by signing in and out.

Should you have any questions please feel free to call Town of Enfield Youth Services @ 253-6380; the Youth Center @ 253-6426; or Christie Amsden, Youth Center Coordinator @ 253-5004. All forms may be found on the Town of Enfield Youth Services Website at www.enfieldyouthservices.org.

Sincerely,
Christie Amsden, Coordinator

**[TOWN OF ENFIELD YOUTH SERVICES YOUTH CENTER
MEMBERSHIP, ENROLLMENT, AND PERMISSION FORMS]**

2015-2016

Participant Name: _____ Date of Birth: _____ Age: _____
 Address: _____ City: _____ Zip: _____
 School: _____ (for summer programs enter upcoming school/grade) Grade: _____ Gender: _____
 Parent/Guardian Name: _____ Home Phone: _____
 Work Phone: _____ Cell Phone: _____ E-mail: _____
 Who Referred You: ___ Parent/Guardian ___ Self/(youth) ___ Outside agency ___ School

DEMOGRAPHICS* (Please check one in each section):

Race:

___ Alaska Native/American Indian
 ___ Asian
 ___ Black/African American
 ___ Multi Racial
 ___ Native Hawaiian/Other Pacific Islander
 ___ Other
 ___ White

Ethnicity:

___ Hispanic/Latino
 ___ Not Hispanic/Latino

Family:

___ Two Parent/Adoptive Parents
 ___ DCF Guardianship
 ___ Foster Parent(s)
 ___ Grandparent(s)
 ___ Joint Custody
 ___ On Own
 ___ Other
 ___ Relative/Guardian
 ___ Single Parent (Female)
 ___ Single Parent (Male)
 ___ Step and Birth Parent

**Note: The Town of Enfield and the State of CT
 Dept. of Education funds Youth Services.
 We are required to report certain demographic
 and survey information for statistical for statistical
 and programmatic purposes.*

Free/Reduced Lunch

___ Eligible for Free/Reduced Lunch
 ___ Not Eligible
 ___ Receives Free/Reduced Lunch

- Please check here if you do NOT want your child's name or photo published: ☐
- Please check here if your child does NOT have permission to fill out anonymous surveys: ☐
- Please check here if the YSB does NOT have permission to obtain the State Assigned Student ID#: ☐

Permission and Emergency/Medical Information

Emergency Contact: _____ Relationship: _____ Phone: _____

Does your child have any medical conditions for which we should be aware of: Y or N

If yes, please describe: _____

Does your child have any allergies? Y or N

If yes, please describe: _____

Does your child take any medications? Y or N

If yes, please list: _____

Does your child have any social, emotional, developmental or behavioral health conditions we should be aware of? Y or N

If yes, please describe: _____

In case of emergency, if I cannot be reached, I give permission to the attending physician to hospitalize, secure necessary treatment, order injections, anesthesia, or surgery for my child named on this form. Additionally, I the undersigned do hereby waive and hold harmless the Town of Enfield, its employees and agents, from any personal or property damage I or my child may incur while participating in this activity. I also understand the Town of Enfield does not provide accident or health insurance.

Parent/Legal Guardian Signature: _____ Date: _____

OFFICE USE ONLY:

DATE RECEIVED: _____ (P) or (C) STAFF NAME: _____ PHOTO TAKEN: _____

FEE: \$20 PAID AMOUNT:\$ _____ DATE PAID: _____ PAYMENT ARRANGEMENTS: _____

STAFF NAME (Accepting Payment): _____ DATE: _____

The Youth Center Rules

1. Youth Center members must be Enfield residents between 8-18 years old who are currently enrolled in school.
2. Members must sign in and out at the main desk - NO EXCEPTIONS!
3. Members must enter and exit through the side entrance by the playground.
4. Be in staffed areas only
5. Gambling of any type is not permitted.
6. Smoking is not allowed on Town property.
7. Members appearing to be under the influence of drugs or alcohol will not be admitted.
8. If you did not go to school you cannot come to the Center.
9. Snacks and juice are sold here; members are not allowed to bring previously opened cans into the Youth Center.
10. Lockers are available for youth to use but the Youth Center is not responsible for lost or stolen items.
11. Use respectful language and behavior. Disrespectful language or unsafe behaviors will be addressed by staff
12. Follow directions from all staff, loss of privileges including video games, gym, or activity may be a consequence of not listening to staff

The following serious behaviors will result in a call to your parent(s)/guardian(s) and you will be asked to leave for the day.

1. swearing directly to others or staff
2. threatening language or behaviors
3. aggressive body language
4. inappropriate sexual language or gestures
5. escalating out of control and refusing to discuss situation with staff
6. not responding to staff direction or accepting of consequences of behavior
7. a progressive refusal to display respectful language or behavior
8. bullying of others

If your child has been suspended from the Youth Center for an extended period of time, he or she can't return to the Center until the suspension has been completed. Suspension is consecutive days out of the Center.

Certain persistent behaviors can result in progressive discipline. If the behaviors persist over time and create safety concerns toward other members, staff or a hostile youth center climate, membership can be revoked and no refunds will be issued. A meeting may be requested with a parent and administration if behaviors persist.

The following serious behaviors will result in a call to the police and parent(s)/guardian(s). Members will not be allowed to return without a meeting with Coordinator or Director of Youth Services. We reserve the right to suspend or revoke membership and trespass members should the safety of the Center be compromised.

1. assault
2. threatening; breach of peace
3. destruction of property
4. theft
5. vandalism
6. possession of drugs/alcohol

I agree to follow the rules of the Center:

Participant's Signature

Date

Parent/Guardian Signature

Date

**Town of Enfield Youth Services
Computer Network and/or Internet
Youth Center Member Acceptable Use Agreement**

The **Enfield Youth Center** will be offering Internet access for youth center member use. This document is the Enfield Youth Center (The Town of Enfield's) Computer Network and/or Internet Youth Center Member Acceptable Use Agreement. This system is for limited educational and youth center approved interactive games and activities. It has not been established as a public access or public forum. The **Town of Enfield** Reserves the right to place reasonable restrictions on the material accessed or posted and to enforce all rules set forth in the Youth Center Policies, The Town of Enfield Administrative Regulations, and applicable local, state, and federal laws.

Further, the youth center member may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through the youth center only with the permission of Enfield Youth Services and the youth center member's parents/guardians.

The purpose of this agreement is to ensure that the use of Network and/or Internet resources is consistent with The Town of Enfield's stated computer use policies. The smooth operation of the network relies upon the proper conduct of the youth center members and staff. Any youth center member violating this agreement will be subject to loss of privilege of computer and up to revoking youth center membership.

TERMS AND CONDITIONS

Personal Safety: Youth Center Member WILL:

1. Report receipt of an inappropriate message to youth center staff immediately.
2. Agree not to have personal contact with anyone met online.
3. Post personal information (e.g., address, phone number) about him/herself or any other person.

Illegal Activities: Youth Center Member WILL NOT:

1. Attempt to gain unauthorized access or any Town of Enfield computer system.
2. Enter another person's account number or access another person's files
3. Disrupt the computer system or destroy data by any means including computer viruses.
4. Use the **Town of Enfield Computer Network and/or Internet System** to engage in any illegal acts, such as arranging for the purchase or sale of drugs or alcohol, engaging in criminal gang activity, or threatening the safety of any person.
5. Download any software.
6. Move or modify equipment
7. Use any removable media (example: 3 1/2" floppy, DC-ROM or Zip disk) in any PC System without permission of the system administrator.
8. Look for security problems; this may be construed as an illegal attempt to gain access.

Youth Center Member WILL:

1. Notify a Youth Center Staff or the system administrator immediately if a possible security problem is identified.
2. Avoid the spread of computer viruses.

Inappropriate Language

Youth Center Member WILL NOT:

1. Use obscene, profane, lewd, vulgar, rude inflammatory, threatening, or disrespectful language.
2. Post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
3. Harass, distress, or annoy another person by any persistent action.

Respect for Privacy

Youth Center Member WILL NOT:

1. Repost a message that was sent to the member privately without permission of the person who sent the message.
2. Post private information about him/herself.
3. Post private information about any other person.

Respecting Resource Limits

Youth Center member **WILL**:

1. Use the system only for educational and youth center approved games and activities.

Youth Center Member **WILL NOT**:

1. Print large files or documents
2. Post chain letters or engage in "spamming"

Plagiarism and Copyright Infringement

Youth Center member **WILL**:

1. Respect the rights of copyright owners and direct any questions regarding copyright laws to a youth center member staff

Youth Center Member **WILL NOT**:

1. Plagiarize information found on the internet
2. Duplicate software licensed to The Town of Enfield

Access to Inappropriate Material

Youth Center Member **WILL**:

1. Notify youth center staff of any inappropriate information accessed over the Internet

Youth Center Member **WILL NOT**:

1. Use the Town of Enfield Computer Network and/or Internet System to access material that is profane or obscene (pornography).
2. Use the Town of Enfield Computer Network and/or Internet System to advocate illegal acts, violence or discrimination toward other people (hate literature).

Your Right

1. **Free Speech.** The right to free speech, as set forth in Youth Center Membership Behavioral Policies, also applies to communication on the computer network. The network is considered a limited forum; therefore, the Youth Center may restrict the right to free speech for valid inappropriate speech that may violate our Youth Center Policies.
2. **Search and Seizure.** Routine maintenance and monitoring of the system may lead to discovery that the youth center member has violated this agreement, the Town of Enfield Computer Policy, The Youth Center Behavioral Policy, or the law. An individual search will be conducted if there is reasonable suspicion that a youth center member has violated this agreement, the Town Of Enfield computer policies, the Youth Center Behavioral Policies, or the law. The investigation will be reasonable and related to the suspected violation. Parents/Guardians have the right to see the content of their children work on the computers at any time.

The Enfield Youth Services makes no guarantee that the functions or the services provided by or through the Town of Enfield computer network will be error-free or without defect. The Town of Enfield WILL NOT be responsible for:

1. Any damage suffered including, but not limited to, loss of data or interruption of service.
2. The accuracy or quality of the information attained through or stored on the system.
3. Financial obligations arising from unauthorized use of the system.

Enfield Computer Network and/or Internet Youth Center Member Acceptable Use Agreement governs the use of computers and the Internet in the Youth Center and the Homework room. This agreement must be read and signed by both the Youth Center Member and a parent/guardian and returned to the Youth Center Staff. Access to the Town Of Enfield Youth Center Computer Network and/or Internet System will not be granted until the agreement has been signed and returned to the Youth Center. **Any youth center member violating this agreement will be subjected to disciplinary action based on the Youth Center Behavioral Policies and The Town of Enfield Computer Policies.**

By signing this agreement, I acknowledge that I have read, understand, and agree to all terms as outlined in the Enfield Youth Services, Youth Center Computer Network and/or Internet Acceptable Use Agreement.

Youth Center Member Signature

Parent/Guardian's Signature

Date